

30 July 1953

MEMORANDUM FOR: Colonel White

1. This complaint to the Inspector General is a classic example of problems created within CIA because of lack of administrative information which would be common knowledge down to almost the lowest employee in many other Federal agencies.

2. A PM employee who wants to go away on LWOP for a year's time to study at Cornell was told by his organization (PM) that they couldn't go along with his request because it would encumber a slot. This, of course, is not true. The Budget Bureau has for many years taken the position that after a man is away on LWOP for more than thirty days he can be dropped from strength counts and no longer need be reported as a person within the Agency ceiling.

3. In terms of mechanics, the Personnel Office needs merely to set up an "identical additional" position to the one occupied in absentia by the LWOP employee. It is necessary to understand, however, that upon termination of the LWOP, the office concerned has the obligation to restore the employee. This may require some personnel adjustment, such as demoting or transferring the employee who was placed in the "identical additional" position. Difficulties in taking this step can be minimized by apprising the latter employee of these possibilities at the time of placement in the "identical additional" position.

4. Recommend approval of the accompanying memo to the I. G.

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